

REQUIREMENTS FOR
RECIPROCAL PRINCIPAL, PREKINDERGARTEN – 12 CERTIFICATE
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

EXCEPT FOR INDIVIDUALS WHO HOLD A VALID ARIZONA SUPERINTENDENT CERTIFICATE AND HAVE COMPLETED THREE YEARS OF VERIFIED FULL-TIME TEACHING EXPERIENCE, THE PRINCIPAL CERTIFICATE IS REQUIRED FOR ALL PERSONNEL WHO HOLD THE TITLE OF PRINCIPAL, ASSISTANT PRINCIPAL OR PERFORM THE DUTIES OF PRINCIPAL OR ASSISTANT PRINCIPAL AS DELINEATED IN TITLE 15 OF THE ARIZONA REVISED STATUTES.

➤ **RECIPROCAL PRINCIPAL, PREKINDERGARTEN – 12 CERTIFICATE, PREKINDERGARTEN – 12**

The Reciprocal Principal Certificate is valid for 3 years and may not be renewed.

Requirements for the Reciprocal Principal certificate are:

1. Completed [Application for Reciprocal Teaching and Reciprocal Administrative Certification](#)
2. Appropriate fee (See *Application for Reciprocal Teaching and Reciprocal Administrative Certification*)
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic). For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.
4. A Master's or more advanced degree from an accredited institution. Official transcript(s) required.
5. A valid comparable principal certificate from another state.
6. Three (3) years of verified full-time teaching experience in grades Prekindergarten – 12. Please submit a [Verification of Teaching Experience](#) form from the District Superintendent or Personnel Director to verify teaching experience.
7. Completion of a program in educational administration for principals, including at least 30 graduate semester hours of educational administration courses teaching the knowledge and skills described in the Professional Administrative Standards (R7-2-603).
8. **One** of the following (Option A or B):
 - A. Official transcript documenting completion of a principal practicum; -OR-
 - B. Two years of experience as a principal or assistant principal under the supervision of a certified principal in grades Prekindergarten – 12. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.

♦ **Requirements 9, 10, 11, 12, 13, and 14 are required within three years of the date of issuance of the Reciprocal Principal certificate.**

9. Administrator Exam
One of the following:
 - A. A passing score on the principal or superintendent administrator portion of the Arizona Educator Proficiency Assessment (AEPA). Note: Both subtests of the principal portion of the AEPA Principal portion must be passed. -OR-
 - B. A passing score on a comparable principal or superintendent examination from another state; -OR-
 - C. Three (3) years of full-time principal administrative experience during the last valid period of the out-of-state certificate. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.
10. Structured English Immersion (SEI) Endorsement
Verification of three (3) semester hours or forty-five (45) clock hours of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the Provisional SEI endorsement.

Note: Individuals who hold an Arizona Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement. Teachers and administrators who hold valid, comparable English as a Second Language (ESL) certificate or endorsement from another state may apply to add the full ESL endorsement to their Reciprocal certificate in order to meet the SEI requirement.
11. Three (3) graduate semester hours in school law.
12. Three (3) graduate semester hours in school finance.
13. Arizona Constitution (a college course or the appropriate examination). *
14. U.S. Constitution (a college course or the appropriate examination). *

* **NOTE:** If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years to fulfill the requirement.

➤ REQUIREMENTS TO TRANSFER FROM A RECIPROCAL PRINCIPAL CERTIFICATE TO A 6-YEAR PRINCIPAL CERTIFICATE

The Principal certificate is valid for 6 years and may be renewed.

1. Completed [Application to Transfer Reciprocal Teaching and Reciprocal Administrative Certificate](#).
2. Appropriate fee (see Application to Transfer).
3. Passing score report for the required AEPA Principal, or Superintendent exam (if required). Please see your Reciprocal Supervisor evaluation for details on exam requirements.
4. Verification of three (3) semester hours or forty-five (45) clock hours of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the SEI endorsement.

Note: Individuals who hold an Arizona Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement. Teachers and administrators who hold valid, comparable English as a Second Language (ESL) certificate or endorsement from another state may apply to add the full ESL endorsement to their Reciprocal certificate in order to meet the SEI requirement.

5. Official transcript(s) documenting completion of 3 graduate semester hours in school law and 3 graduate semester hours in school finance (if required).
6. Official transcript(s) or a passing score report documenting completion of the Arizona and/or US Constitution requirements (if required).
7. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).
For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.

➤ RESOURCES AND INFORMATION

AEPA/NES EXAM INFORMATION:

For further information regarding National Evaluation Series (NES) and/or Arizona Educator Proficiency Assessments (AEPA), please visit the following websites:

<http://www.nestest.com/arizona>

<http://www.aepa.nesinc.com> or see: <http://www.azed.gov/highly-qualified-professionals/aepa-to-nes-transition/>

SEI ENDORSEMENT INFORMATION:

For further information regarding SEI endorsement training, please visit <http://www.azed.gov/educator-certification/sei/>